

SANTA CRUZ COUNTY OFFICE OF EDUCATION

HUMAN RESOURCES ANALYST

DEFINITION

Under direction of the administrator, coordinate, participate in, and functionally supervise the operation and activities of services provided by the Human Resources Department for the County Office of Education and for the Personnel Commission; perform high level specialized and complex confidential duties.

SUPERVISION EXERCISED

Exercise technical and functional oversight over staff in the Human Resources Department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as a primary resource and information source regarding human resources services which include but are not limited to: substitute calling, Live Scan Fingerprinting, Personnel Commission, health and welfare, school districts, workers' compensation, leaves of absence, mail room, receptionist, and employee services.

Train, motivate, and oversee the functional activities of assigned support staff; work with employees to assure timely processing of human resources transaction.

Participate in the selection of Human Resources Department staff; assist in the development of professional growth areas for employees and provide input to staff on the achievement of staff goals.

Assist in the development and implementation of goals, objectives, and policies for the Human Resources Department and for the Personnel Commission; identify resource needs and recommend and implement policies and procedures.

Provide a full range of support to the Personnel Commission, including merit rules and regulations, developing agendas, taking and preparing minutes and developing reports.

Serve as a primary resource and information source regarding human resources services, employment policies and procedures to all certificated, classified, management, applicants, Personnel Commission, school districts, and outside agencies.

Assist in the resolution of difficult and sensitive employment problems and complaints.

Direct and participate in recruitment, selection and assignment of staff for the County Office of Education; ensure equal employment opportunity and adherence to Merit System; prepare employment advertisements accept applications for employment; review employment applications for compliance with employment requirements; perform preliminary review of qualifications; verify work experience; record applications in proper categories; maintain applications in proper files.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Assist in administering selection procedures by scheduling interviews, setting up interview committees, notifying applicants, and explaining and monitoring procedures. Assist with checking references in the hiring of new employees.

Review proposed or revised job classifications and draft job descriptions for action by the Personnel Commission.

Conduct special studies and projects and prepare narrative reports and other written material.

Perform detailed functions relating to budget development, control, and analysis; prepare budget and statistical reports and statements; prepare and maintain logs, records and statistical data in the area of assignment.

Serve as a primary resource and information source for all workers' compensation injuries and reports.

Develop resource information for negotiations.

Interpret County Office of Education/Personnel Commission policies and regulations, including monitoring Merit Rules and Regulations.

Coordinate and assemble material necessary for development of budgets; compile, check and tabulate budgetary estimates and allotments.

Establish, prepare and maintain human resources files and records for all employees including seniority logs, timetables for employee evaluations and human resources transactions.

Coordinate and oversee input of new employees and student workers' information into the system to set up for payroll; ensure accuracy of data; compile and generate data reports from system as appropriate. Work closely with payroll department relative to new and/or changed employee status of information.

Record EEO information and selected employee information including transfers, changes of status and increment records for the Human Resources Department.

Notify all pertinent departments and individuals of any personnel transactions and employee changes of status, such as transfers, terminations, hires, hour changes and other data; respond to inquiries from district management concerning human resources transactions.

Act as a liaison with Business Office, County Office staff and outside agencies in matters relating to human resources transactions.

Maintain a variety of complex records and files; monitor dates to ensure that required action is completed in a timely manner.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Perform a full range of administrative support duties in support of assigned office; order supplies and forms; process purchase orders; process travel claims; maintain assigned management staff's calendar; schedule appointments.

Perform responsible and difficult personnel administrative support work involving the use of independent judgment and personal initiative; assume responsibility for the accurate and timely processing of personnel matters.

Operate modern office machines and equipment including word processors, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences, and classes to increase professional knowledge.

Assist the Human Resources administrator in the coordination of office functions.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of rules governing human resources administration and related legal requirements; including FMLA, CFRA, and ADA.

Supervisory principles and practices.

Oversee DOJ and FBI fingerprint reports; review extremely confidential criminal histories.

Recruitment and selection techniques and procedures.

Workplace policies, procedures and rules.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

English usage, spelling, vocabulary, grammar and punctuation.

Principles and procedures of record keeping.

Exceptional customer service skills used in dealing with the public and staff.

Knowledge of (continued):

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

Principles and practices of business letter writing. Word processing methods, techniques, and programs including spreadsheets and data base applications.

Skill and Ability:

Operate a variety of office equipment including computer, telephone system, calculator, copy machine, and printer. Type at a speed necessary for successful job performance.

To perform all of the relevant duties of the position with minimal supervision.

Effectively train, direct and oversee the work of staff.

Interpret, and apply pertinent federal, state, and local laws, codes and regulations including administrative and departmental policies and procedures.

Use independent judgment, initiative, and good human relations and problem-solving skills in the application and follow through on decisions.

Understand the organization and operation of the Human Resources Department and the County Office necessary to assume assigned responsibilities.

Analyze and evaluate complex problems, and effectively implement and/or propose the best solution from a range of alternatives.

Plan and organize work to meet schedules and timelines.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Plan, organize, and prioritize assigned task.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Completion of at least two years of college with a bachelor's degree (BA) degree preferred. Specialized training in one or more of the following areas: Human Resources, business or a related field.

Experience:

Three to five years of increasingly responsible, professional Human Resources' experience or a closely related field some experience in a civil service or merit system agency is desired.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: July, 1999

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